



23 October 2025

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Index Reference :

**Companies/Bankruptcies/
Official Receiver's Office**

CIRCULAR 25-711 (PA)

23 October 2025

25-711 (PA) OFFICIAL RECEIVER'S OFFICE

**Invitation for Quotation for Provision of
Legal Service for Conveyancing Work
(Quotation Reference: ORO CMD/3-5/30/1(2025))**

1. The Official Receiver's Office ("ORO") invites law firms to provide legal service for conveyancing work.
2. Please click the following links for information:
 - (a) [Terms of Quotation for Provision for Legal Service for Conveyancing Work \("Annex A"\)](#)
 - (b) [Terms and Conditions of Contract for Provision of Legal Service for Conveyancing Work \("Annex B"\)](#)
 - (c) [Quotation Form for Provision of Legal Service for Conveyancing Work \("Annex C"\)](#)
 - (d) [Non-Collusive Quotation Certificate \("Annex D"\)](#)
3. For those members who are interested in providing the legal service to ORO, please submit the duly completed Quotation Form and the Non-Collusive Quotation Certificate together with the required documents to ORO **on or before 12:00 noon on Friday, 7 November 2025** in the manner as set out in paragraph 9 of Annex A.



Index Reference:

**Law Society: Warnings on
Employment of Legal Staff**

CIRCULAR 25-712 (COM)

23 October 2025

**25-712 (COM) WARNING
PROHIBITION AGAINST EMPLOYMENT OF STAFF
UPDATED LISTS**

Section 53(2) of the Legal Practitioners Ordinance

1. Pursuant to Section 53(2) of the Ordinance, no solicitor or foreign lawyer shall in connection with his practice as a solicitor or foreign lawyer employ or remunerate any person who, to his knowledge, is the subject of an order made by a Solicitors Disciplinary Tribunal under section 10(2)(g) of the Ordinance whereby the employment of such person by any solicitor or foreign lawyer is prohibited, while such order is in force.
2. A current list of the names of solicitors' clerks who are each the subject of an Order of a Solicitors Disciplinary Tribunal or Disciplinary Committee is attached for reference. Solicitors and foreign lawyers are reminded that none of these clerks shall be employed or remunerated while such orders are in force.
3. Attention is drawn to Section 53(5) and (5A) of the Ordinance as to the consequences of contravention of the provisions of the section.

[Please click here for the list.](#)

4. Circular 25-408 (COM) is deleted.



Index Reference:

**Law Society: Employment of
Legal Staff**

CIRCULAR 25-713 (COM)

23 October 2025

25-713 (COM) REMINDER – PRIOR CONSENT REQUIRED FOR EMPLOYMENT OF STAFF UPDATED LISTS

Section 53(3) of the Legal Practitioners Ordinance

1. Pursuant to Section 53(3) of the Legal Practitioners Ordinance (“the Ordinance”), no solicitor or foreign lawyer shall, in connection with his practice as a solicitor or foreign lawyer, without the written permission of the Society, which may be given for such period and subject to such conditions as the Society may think fit, employ or remunerate any person, who, to his knowledge has been convicted of criminal offence involving dishonesty.
2. Section 3(1)(c) of the Rehabilitation of Offenders Ordinance (Cap. 297) (the "ROO") states that nothing under section 2 of the ROO (which provides protection to rehabilitated persons by allowing a person's previous criminal conviction to be spent) shall have effect on the operation of any law under which the person is subject to prohibition. In other words, a law firm must apply for the Law Society's permission before it can employ or remunerate any person who has criminal conviction involving dishonesty even where the criminal conviction of that person may have been spent.
3. A current list of the names of persons who, to the Law Society's knowledge, fall within Section 53(3) of the Ordinance is attached for reference. Solicitors and foreign lawyers are reminded that the above list is not an exhaustive list. They are advised to make an enquiry with potential candidates on their previous record and their staff if they suspect that they may fall within Section 53(3) of the Ordinance to ensure their compliance with the above provision.
4. Attention is drawn to Section 53(5) and (5A) of the Ordinance as to the consequences of contravention of the provisions of the section or of the conditions subject to which any permission has been given thereunder.

[Please click here for the list.](#)

5. Circular 25-409 (COM) is deleted.



THE
LAW SOCIETY
OF HONG KONG
香港律師會

3/F WING ON HOUSE, 71 DES VOEUX ROAD
CENTRAL, HONG KONG DX-009100 CENTRAL 1
香港中環德輔道中 71 號
永安集團大廈 3 字樓

TELEPHONE (電話) : (852) 2846 0500
FACSIMILE (傳真) : (852) 2845 0387
E-MAIL (電子郵件) : sg@hklawsoc.org.hk
HOMEPAGE (網頁) : <http://www.hklawsoc.org.hk>

Index Reference :

**Law Society: Cessation of
Practice**

CIRCULAR 25-714 (COM)

23 October 2025

25-714 (COM) CESSATION OF PRACTICE (HONG KONG FIRM OF SOLICITORS)

Notice of Intention to Cease Practice Pursuant to Law Society Practice Direction D7

The following firm has filed a Notice of Intention to Cease Practice pursuant to the provisions of Law Society Practice Direction D7:

Firm Name

CHEUNG & YIP
(張達成葉祺智律師事務所)

Date of Intended Cessation of Practice

15 December 2025



Index Reference :

Courts: Practice & Procedure & Judiciary

CIRCULAR 25-715 (PA)

23 October 2025

25-715 (PA) JUDICIARY

Contact Details as at 20 October 2025

1. The Judiciary Administrator has updated the current contact details of the clerks assigned to High Court Judges, Deputy Judges, Recorders and Masters.
2. Members should encourage their clerks to check the Judiciary's website for the most up-to-date information on the contact details:

[English Version](#) and [Chinese Version](#)

3. Please click the following links for information on
 - (a) [Telephone directory of Clerks to Chief Judge / Justices of Appeal of the Court of Appeal of the High Court](#)
 - (b) [Telephone directory of Clerks to Judges of Court of First Instance of the High Court](#)
 - (c) [Telephone directory of Clerks to Deputy Judges of the Court of First Instance of the High Court](#)
 - (d) [Telephone directory of Clerks to High Court Masters](#)
 - (e) [Matters handled at the Clerk of Court's Office](#)
 - (f) [Matters handled at the High Court Registry](#)
 - (g) [Clerk of Court's Office - Listing](#)
 - hearings before Court of First Instance Judges (Civil matters and various tribunal appeals) - Room G32, G/F
 - Criminal matters - Room G31, G/F
 - (h) [Clerk of Court's Office - Listing of appeals \(except tribunal appeals\)](#)
 - Civil appeals - Room G30, G/F
 - Criminal appeals and appeals from magistrates' courts - Room G28, G/F



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OF HONG KONG
香港律師會

3/F WING ON HOUSE, 71 DES VOEUX ROAD
CENTRAL, HONG KONG DX-009100 CENTRAL 1
香港中環德輔道中 71 號
永安集團大廈 3 字樓

TELEPHONE (電話) : (852) 2846 0500
FACSIMILE (傳真) : (852) 2845 0387
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- (i) [Listing of hearings before High Court Masters \(LG1 Rm 108A & 108B\)](#)
4. For enquiries of the video conferencing facilities of the Correctional Services Department, (for lawyers on taking statements, meeting with client) please contact Lai Chi Kok Reception Centre at 2176 0181 or 2785 3461, or Cell of High Court Building at 2180 4848.
5. Members may refer to the "Contact Us" page of the Judiciary Website (address shown below) for the relevant contact information, including fax numbers, in the High Court as well.

[English version](#) and [Chinese version](#)

6. Circular 25-693 (PA) is deleted.



Index Reference:

Law Society: General

CIRCULAR 25-716 (PA)

23 October 2025

**25-716 (MS) MEMBERS' SURVEY ON
HOURLY RATES OF BARRISTER'S IN CIVIL CASES
(Repeat Circular)**

1. The Civil Litigation Committee is conducting a survey on the hourly rates of barrister's fees in civil cases.
2. The information collected in this survey will be used by the relevant committees of the Law Society for the purposes of facilitating discussion on the solicitors' hourly rates for party and party taxation in civil proceedings (SHRs); and may be disclosed to external organizations which may help the Law Society in attaining the above purposes.
3. Members are invited to take part in this survey. Please click [HERE](#) to complete the survey on or before 31 October 2025.
4. For enquiry, please contact Mr. Barbarossa Wan at 2846 0584 or by email: adpa2@hklawsoc.org.hk.



Index Reference:

Courts: Practice & Procedure & Judiciary

CIRCULAR 25-717 (PA)

23 October 2025

25-717 (PA) JUDICIARY

Implementation of the integrated Court Case Management System (iCMS) for personal injuries cases of the High Court and Technical Assistance on Case Initiation

[Effective on 30 October 2025]

1. With effect from 30 October 2025, the application of the integrated Court Case Management System (“iCMS”) will be extended to cover personal injuries cases [HCPI] in the Court of First Instance of the High Court. Court users may use the iCMS for electronic filing and payments for this case type.
2. To facilitate law firms' early migration from conventional paper mode to the iCMS in preparation for mandatory use in 2026, the Judiciary is inviting all law firms to make an appointment with the Judiciary for technical assistance on using the iCMS, either at the High Court Building or their own offices, when they are initiating a new case of an iCMS-enabled case type (including HCPI upon its rollout on 30 October 2025) for the first time. This dedicated service will be provided on a first-come, first-served basis.
3. Taking into account the law firms' response and available resources, the Judiciary may require all law firms initiating a new case through paper filing to go through this assisted e-filing process for the purpose of enhancing training on iCMS before mandatory e-filing.
4. Please click the following for details:

[A letter from the Judiciary Administration dated 20 October 2025](#)
[Press release by the Judiciary dated 20 October 2025](#)
5. More information on the iCMS is available at the [Judiciary's dedicated website](#).



23 October 2025

PROBATE

Enquiries From Solicitors On Wills, Codicils And Other Testamentary Dispositions

An enquiry has been received from solicitors as to the existence of a will, codicil or other testamentary disposition made by the following deceased persons. If you are holding the original or a copy of any of these documents, you are requested to contact the enquiring firm directly within 14 working days.

Members are reminded to exercise due care when responding to enquiries in order to avoid any breach of the duty of confidentiality which they owe to the testator or the testator's personal representatives.

Name of Deceased Person	Date of Death	Hong Kong Identity Card No (save as otherwise specified)	Enquiring Firm
HA SUI HAR (夏瑞霞)	15 January 2024	E820822(4)	LI, KWOK & LAW, SOLICITORS & NOTARIES
KWOK SIU FUNG (郭兆鋒) Alias (郭兆鋒)	17 October 2016	B078233(0)	KAN & CO., TONY
LAU CHARN (劉燦)	11 August 2025	B931499(2)	LEE Y.C., LAW OFFICES OF



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香港中環德輔道中71號
永安集團大廈3字樓

TELEPHONE (電話) : (852) 2846 0500
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MULLER LOH WAI YIN Alias LOH WAI YIN Alias JEANINE MULLER LOH-WAI YIN Alias LOH WAI YENG	Certified dead on 5 July 2020	K894425(3) & Singapore Identity Card No: S1253638J	KEMP M.B. LLP
LAU NGAI MA EMMA (劉艾瑪)	26 September 2025	H344111(5)	CHOW C.L. & MACKSION CHAN, SOLICITORS
MUI CHUNG FAN (梅忠芬) Alias (梅忠芬)	12 January 2019	H146298(0) 及 港澳居民來往內地 通行證號碼 H0688359401	NG HARMONY & ASSOCIATES
TSE FUNG TAI (謝鳳弟)	11 July 2025	P614576(4)	CHUNG & KWAN SOLICITORS
LO SHUI HUNG (盧瑞鴻)	23 March 2009	B262878(9)	TSANG, CHAN & WOO SOLICITORS & NOTARIES
CHAN SIU FONG (陳少芳)	05 January 2004	B469499(1)	TSANG, CHAN & WOO SOLICITORS & NOTARIES



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香港中環德輔道中71號
永安集團大廈3字樓

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LAW YUEN SAN (羅遠新)	Certified dead on 16 January 2022	P195798(1)	HASTINGS & CO.
CHAN YUN KWAI (陳潤桂) Alias YUN KWAI CHAN YEUNG Alias YUN KWAI YEUNG	25 January 2014	A456766(0)	LAU ADRIAN & YIM LAWYERS
LEUNG WING FU (梁永富)	Certified dead on 4 February 2024	E916607(A)	LI, KWOK & LAW, SOLICITORS & NOTARIES
CHAN PUI SIM (陳佩嬋)	Certified dead on 23 May 2024	B131087(4)	LIVASIRI & CO.
CHAN SHING HING (陳成興) Alias (陈成兴)	28 December 2023	E012067(0)	CCW LAWYERS
CHUNG FUNG HING (鍾逢慶)	12 April 2022	G327849(1)	LAU & CO., T.C.
YEUNG WOON HING (楊煥興) Alias (杨焕兴)	04 May 2017	C099573(6)	TAM & CO., KENT



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香港中環德輔道中71號
永安集團大廈3字樓

TELEPHONE (電話) : (852) 2846 0500
FACSIMILE (傳真) : (852) 2845 0387
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HO PING CHUEN (何炳全)	27 January 2023	A446544(2)	LIU ALVAN & PARTNERS
HO BING SO (何炳蘇)	22 January 2014	A676614(8)	LIU ALVAN & PARTNERS
TAI PUI SUM (戴沛森)	23 August 2025	H002247(2)	LO & CO., PETER W.K.
FENG YUJUAN (馮玉娟)	22 July 2025	R252798(6)	CHEN & LEE LAW OFFICE
CHAN CHIT YEE (陳哲宜)	11 October 2017	B115570(4)	CHIU, SZETO & CHENG SOLICITORS
YEUNG SIK HAN (楊惜嫻)	29 April 2025	E262142(1)	KAN & CO., FRED
WONG WAI NAM (黃煒南)	Discovery on 6 January 2024	A696329(6)	AU-YEUNG, CHENG, HO & TIN
(林培群) Alias (林育群)	15 July 2025	中華人民共和國 居民身份證 350582198107266019	CHAU & CO., K.B.
LI WAI OI (李惠愛)	04 January 2025	P272124(8)	LAM RAYMOND & ASSOCIATES



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WANG YANJUN (王燕君)	10 December 2023	中華人民共和國 居民身份證 350583198704190100 及 港澳居民來往內地 通行證號碼 C37597871	CHONG & CO., SOLOMON C.
HO KIN MAN (何健民)	15 March 2022	E808285(9)	CHIU, SZETO & CHENG SOLICITORS
WONG HON WING (黃漢榮)	28 November 2018	G569031(4)	KAN & CO., TONY
LAM TAK (林德)	27 August 2024	A802875(6)	SO KITTY & TONG
YEUNG SAU LING (楊秀玲) Alias (楊秀玲)	19 January 2025	港澳居民來往內地 通行證號碼 H05492011	IU, LAI & LI
YIP SAU LIN (葉秀蓮)	10 June 2025	G297652(7)	YANG & CO., SAMUEL L.C.
KUI TAK KWONG (瞿德光)	Certified dead on 12 July 2023	H465511(9)	YANG & CO., SAMUEL L.C.
PANG KONG FUN (彭光勳)	17 September 1959	NIL	YANG & CO., SAMUEL L.C.



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OF HONG KONG
香 港 律 師 會

3/F WING ON HOUSE, 71 DES VOEUX ROAD
CENTRAL, HONG KONG DX-009100 CENTRAL 1
香港中環德輔道中71號
永安集團大廈3字樓

TELEPHONE (電話) : (852) 2846 0500
FACSIMILE (傳真) : (852) 2845 0387
E-MAIL (電子郵件) : sg@hklawsoc.org.hk
HOMEPAGE (網頁) : <http://www.hklawsoc.org.hk>

CHOW MO OI CECILIA (周慕愛)	24 October 2017	E364510(3)	NG & SHUM
LIU BIE JU (劉璧如)	29 August 2025	B591803(6)	KING & WOOD MALLESONS
CHAN WAI MO (陳偉武)	09 September 2025	A658802(9)	CHIU & PARTNERS
HO CHUNG CHEONG (何松昌)	12 April 2025	B673623(3) 及 港澳居民來往內地 通行證號碼 H05976370	CHIU, SZETO & CHENG SOLICITORS